



United States Department of State

Washington, D.C. 20520

October 30, 1986

MEMORANDUM

TO: All OSPG Members

FROM: DS/OSP/FO - Mark E. Mulvey *MEM*

SUBJECT: OSPG Charter

Attached is a copy of the original OSPG Charter signed on April 15, 1986. On June 5, the membership voted to admit the Federal Aviation Administration. The Charter should be amended to reflect that change. I have highlighted some language of the Charter which I believe should be addressed.

If possible, please give me your comments prior to the next meeting on December 4, 1986. Thanks.

Attachment: OSPG Charter.

# **Charter**

## **Overseas Security Policy Group**

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# **Overseas Security Policy Group**

### **Purpose**

The Overseas Security Policy Group (hereafter referred to as "the Group") is established to develop, coordinate and promote uniform policies, standards and agreements on overseas security operations, programs and projects which affect U.S. Government civilian agencies represented abroad.

### **Principal Agency**

The Diplomatic Security Service within the Department of State shall be considered the lead organization and is responsible for chairing the Group.

### **Membership**

Membership shall be comprised of the following agencies:

Department of State  
Agency for International Development  
Central Intelligence Agency  
Defense Intelligence Agency  
Department of Commerce  
Department of Justice  
Department of the Treasury  
National Security Agency  
United States Information Agency

Other agencies may be invited by the Chairperson to participate when issues that directly affect their operations are under consideration.

## **Objectives**

**The primary objectives of the Group are categorized and outlined as follows:**

### **I. Review of Security Policy Formulation Groups**

**Review the number and extent of existing member agency working groups which are engaged in formulating overseas security policies, looking toward increased communication of ideas and elimination of duplicative efforts.**

### **II. Budgeting and Funding**

**Develop uniform procedures for budgeting and funding security projects, equipment and operations which are shared or of common benefit to member agencies represented overseas.**

### **III. Overseas Security Personnel**

**Develop uniform procedures for assigning professional security officer positions or Marine Security Guard assignments.**

### **IV. Personnel and Access Controls**

**A. Develop guidelines for control of access to interior office spaces of official premises for U.S. citizen employees, Foreign Service National employees, U.S. citizen dependents, U.S. citizen contractors, non-U.S. citizen contractors, and others. This guidance should also delineate the degree of control required in public, non-public, controlled and non-controlled office areas and set forth determining factors upon which post-specific visitor escort policies would be based.**

**B. Develop and coordinate uniform overseas mission identification card standards and continuously monitor industry product developments for improved identity card systems suitable for adoption overseas.**

### **V. Physical Security**

**A. After appropriate study, formulate and adopt location and physical security standards for official mission premises, including property barriers and other protective devices and appurtenances which would defeat bomb attacks and deter forced entry or clandestine physical penetration of official premises.**

**B. Coordinate member agency overseas security construction and renovation projects to ensure they meet adopted physical security standards. These standards need not be uniform for all agencies but may vary according to differing threat levels and mission of agency.**

## **VI. Security and Emergency Communications**

**A.** Establish policy setting forth a code of practice for major and major consulate secure voice communications, to be reviewed to threat levels.

**B.** Establish policy setting forth a code of practice for major and major consulate secure voice communications, to be reviewed to threat levels.

**C.** Develop uniform guidance regarding telephone security.

## **VII. Information System Security**

**A.** Develop common policies for the location, installation, operation and protection of classified information systems used overseas. These policies should be sufficiently flexible to cover procedures for use of Tempest and non-Tempest hardware at high, medium and low threat posts.

**B.** Develop and revise formal guidance to detect automated system security violations.

## **VIII. Technical Security**

**A.** Establish policy which requires all embassies and major consulates to be equipped with rooms secure from electronic surveillance or other forms of technical penetration.

**B.** Develop and establish guidance which sets forth criteria on location of official mission facilities at high, medium and low technical threat posts.

## **IX. Personal/Residential Security**

Review and issue uniform guidance for personal and residential security programs based on threat levels.

## **Organization**

The Director of the Diplomatic Security Service shall chair the Group. The Chairperson shall appoint a vice-chairperson, who, in the absence of the Chairperson, shall act in lieu thereof or shall appoint an alternate.

The Chairperson may approve the establishment of specialized subgroups from among the member agencies. Subgroup chairpersons shall be appointed by the Chairperson.

An Executive Secretary of the Group shall be appointed by the Chairperson. The Diplomatic Security Service shall provide administrative support for the Group and for any subgroups.

## **Operations**

**The primary functions of the Group or subgroups shall be to formulate and develop overseas security policies and guidance for official civilian missions. Implementation of policies adopted by the Group or by any agency of the federal government represented at an overseas mission shall be the responsibility of appropriate officials of that agency.**

**Meetings of the Group shall normally be held monthly at the Department of State, unless an alternative location is designated by the Chairperson. Subgroups shall meet at such locations as approved by their chairpersons.**

**All Group and subgroup meetings shall be held in accordance with an agenda approved in advance by the Chairperson. Subject to the foregoing, recommendations, plans and procedures shall be approved by consensus together with notation of alternative views.**

**Special invitees may attend meetings if requested by the Chairperson.**

**The Group and all subgroups will report regularly on all activities, deliberations and recommendations, and shall include proposed plans and agendas for each succeeding period.**

**The Group will report through the Chairperson to the Assistant Secretary of State for Diplomatic Security; subgroups will report to the Group through their respective chairpersons.**

## **Records**

**The records of the Group shall consist of all papers and documents pertaining to its establishment and activities including, inter alia, its charter, membership, agendas, minutes, memoranda related to its proceedings and other materials and reports it considered or issued.**

**The Executive Secretary of the Group will prepare the minutes of each meeting. The minutes, as a minimum, shall contain a record of all persons present, including special invitees and supernumeraries, a summary of matters discussed, including recommendations made and conclusions reached, and copies of reports received, issued or approved by the Group. The Chairperson of each meeting shall certify the accuracy of the minutes and affix an appropriate classification.**

## **Relationship With Other Bodies**

**The Group may maintain liaison with other federally-sponsored organizations having related interests, if it is found to be in the interest of member agencies.**

## **Funding**

**All funding necessary for the organization and operation of the Group will be charged to the Salaries and Expenses Allotment of the Bureau of Diplomatic Security or from such funds as shall otherwise be made available to that bureau for that purpose.**

**Representatives to the Group or to a subgroup will serve at the expense of their respective organizations.**

## **Termination**

**The Group will continue to function unless it is otherwise notified by memorandum by the Department of State Under Secretary for Management.**

**NOW, THEREFORE, this Charter shall be considered filed as of the date copies have been provided to the Department of State interests for management.**